

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

September 4, 2007

**CALL TO PODIUM:**

Walter J. DeBord

**RESPONSIBLE STAFF:**

James D. Arnoult

**AGENDA ITEM:**

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
<b>X</b>	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract to Purchase One (1) 2008 Utility Body Truck with Lift Gate (\$39,098)

**SUPPORTING BACKGROUND:**

A Utility Body Truck was approved in the FY 08 Operating Budget for the Parks Maintenance Team (Activity 1343) of the Public Works Department.

A bid package was prepared for the truck equipped with a snow plow and lift gate. The bid was advertised in the Gazette. Bid packages were also delivered to five local truck dealers. Sealed bids were opened and tabulated on August 28, 2007. The following bids were received.

Plaza Ford / Motors Fleet, Inc.	\$39,098.00
Kip Killmon's Ford	\$42,250.00
Bob Bell Pontiac GMC	\$44,134.00
Criswell Chevrolet	\$44,325.00
Whiteside Chevrolet	\$44,800.00

Staff recommends award to the lowest bidder meeting specifications, Plaza Ford/Motors Fleet, Inc. There are sufficient funds budgeted in FY 08 Operating Budget.

**DESIRED OUTCOME:**

Vote on Resolution

# Resolution Request Form

## REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: James D. Arnoult Date of City Council Meeting: September 4, 2007  
Director, PW, PM & E

### **AUTHORIZING**

Purchase \_\_X\_\_ Award Contract \_\_\_\_\_ Transfer Funds \_\_\_\_\_ Negotiate/  
Execute a Contract \_\_\_\_\_

### **BID INFORMATION:**

Advertisement Date August 8, 2007  
Newspaper(s) Gaithersburg Gazette  
Bids Opened/Tabulated (date) August 28, 2007

### **DESCRIPTION OF ITEM(S):**

(Be specific; include quantity, item name, model number, etc.)

One (1) 2008 Ford F350 utility body truck with a lift gate and snow plow.

### **CONTRACTED/PURCHASE FROM:**

Company Name: Plaza Ford / Fleet Motors, Inc.  
Street Address: 900 Hwy 35  
P. O. Box Number                       
City/State/Zip: Ocean, NJ 07712

**CONTRACT/PURCHASE AMOUNT:** \$39,098.00

Check One: In the Amount of \_\_X\_\_ Not to Exceed         

**FUNDS TO BE EXPENDED FROM:** Operating Budget \_\_X\_\_ Capital Improvements Budget         

Account Number: 1343-596000 Parks Department  
(For Finance Department use only; not to be included in the Resolution)

**VERIFICATION OF AVAILABILITY OF FUNDS** Available \_\_x\_\_ Not available         

\_\_\_\_\_  
Finance Dept. Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL  
AUTHORIZING THE CITY MANAGER TO ENTER INTO  
A CONTRACT TO PURCHASE ONE (1) 2008  
UTILITY BODY TRUCK WITH LIFT GATE

WHEREAS, an invitation to bid was duly advertised in the August 8, 2007, issue of the Gaithersburg Gazette, and sealed bids were opened and tabulated on August 28, 2007; and

WHEREAS, the Mayor and Council have determined to award a contract to the lowest bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract to purchase One (1) 2008 Utility Body Truck with Lift Gate from Plaza Ford/Motors Fleet, Inc., 900 Hwy 35, Ocean, New Jersey 07712, in the amount of Thirty-Nine Thousand Ninety-Eight Dollars. (\$39,098); said funds to be expended from the Operating Budget.

ADOPTED by the Mayor and City Council this 4<sup>th</sup> day of September 2007.

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SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 4<sup>th</sup> day  
of September 2007.

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David B. Humpton, City Manager